

OUTREACH SPECIALIST

JVS seeks an Outreach Specialist who conducts outreach and recruitment for the Bridges to College and Careers program. The Outreach Specialist works collaboratively with community partners, government agencies, local employers and other entities to identify adult students interested in post-secondary education credentials and related career paths. The Outreach Specialist is responsible for meeting program enrollment goals. This individual must have strong networking, outreach, marketing, time management, project management capabilities, as well as, a strong commitment to the program mission and goals.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Two to four years of related experience.
- Strong organizational skills, including strategic planning, creating systems of work, and organizing team efforts.
- Ability to manage projects autonomously.
- Ability to work well under pressure, think independently and be a problem solver when challenges arise.
- Demonstrated experience with public speaking, recruitment, and marketing.
- Strong writing and proofreading skills.
- Comfortable traveling around the Boston Metro Area.
- Excellent phone skills, including willingness to cold call organizations and individuals to introduce the Bridges to College program.
- Flexible and adaptable with an ability to readjust plans quickly to handle new problems or concerns.
- Ability to motivate a team towards the completion of a goal.
- Comfort in digital marketing (including e-mail marketing, social media, and other forms of reaching large groups of people via the internet). Training is available, but a basic understanding and skill is required.
- Proficient in Microsoft Office and data management required.

EDUCATION REQUIRED: Bachelor's Degree in Human Services, Communications, Human Resources, Education, or related field.

WORKING CONDITIONS: Regular local travel, evening hours and some weekend availability required.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

